Quick Guide for DSU Employees to Complete their 2020-2021 Annual Staff Evaluation

Those staff required to complete a 2020-2021 annual staff evaluation will receive two emails from donotreply@neoed.com. If you don’t get these two emails, no staff evaluation is due for you at this time.

First email is connected to completing your Employee Check-In (NEW) and looks like this:

The following task has been assigned to you within the Dixie State University's NEOED Performance Management system:

Subject: Employee Check-In - Status & Support
Due Date: 4/15/2021
Priority: Low
Task status: Current
Comment:

Please log into NEOED through the DSU Human Resources' webpage (https://humanresources.dixie.edu), and navigate to your dashboard within the Perform system, to complete this action.

Contact DSU Human Resources if you have any questions, and we appreciate your assistance.

Second email is connected to completing your self-evaluation, goal assessment, and scoring competencies (NEW) and looks like this:

Dear [Name]'s evaluation is ready for your ratings within the University's NEOED Perform platform.

Log into NEOED from DSU Human Resources webpage (https://humanresources.dixie.edu) and navigate to your dashboard within the Perform platform, to complete your ratings.

Employee: [Name]
Evaluation: Annual Evaluation 2020-21
Due Date: 6/30/2021

Contact DSU Human Resources if you have any questions, and we appreciate your assistance.

After receiving these emails, log into NEOED from the link on the DSU Human Resources webpage: https://humanresources.dixie.edu

Log in with your DixieID and password (NOTE: this will require you to use DUO authentication):

You will be brought to the NEOED homepage with either Onboard or OHC at the top of the page:

Click on the drop-down arrow menu and select Perform:
Once in Perform, you will automatically be on your Dashboard. All your Perform tasks are available from this page, so if you get lost, click on Dashboard to review tasks:

From the Dashboard, there is a blue header with your Tasks listed. Click first on the “Employee Check-In – Status & Support” task. This will bring up a sub-screen with four (4) questions for you to answer.

Click on the large white box below each question to submit your answers, which will be autosaved as you type. Your answers can be formatted with rich text, weblinks, and/or attachments. Note: your answers to these questions will not be automatically included in your annual evaluation. However, they will be available to you as a writing assistant while completing your self-evaluation, rating your goals, and scoring competencies.

What new work skills have you learned during the pandemic, and which do you plan to incorporate into your work moving forward/post-pandemic?

To leave the Employee Check-In Screen, click on the “Close” button on the right side of the screen and you can return to complete the questions at a future date. Once you have answered all four questions, click on the green “Publish” button on the right side of the screen.

After completing your Employee Check-In, now click on the task for “Rating your Annual Evaluation”:

On the left of the screen are the various sections of the evaluation, all are summarized below and each important. You will need to add items into the “Employee Self-Evaluation”, “Current Employee Goals”, and “DSU Competency Assessment” sections before the “Submit Evaluation” button in the top right corner will turn green and allow you to submit your evaluation to your supervisor. Click on each section header to navigate to that header to complete that section.

- **Notes & Attachments** includes all DSU Staff Core Competencies, with definitions, and types of job description changes you can request with your evaluation. Download both PDFs for use in your self-evaluation.

- **Employee Self-Evaluation** requires you to complete a narrative on 8 different areas. Click on the first area (Duties) to open the self-evaluation and add your comments into the red box. On the right side will be a link to your job description that will open in the right-side window that you can reference to complete the narrative comment boxes. You can also utilize the “Reviewer Entries” (which are your answers from prior annual evaluations completed in NEOED Perform) to add to the narrative comment boxes.

As you complete each narrative section of your self-evaluation, click the green “Next>” button at the top right of the screen. To exit the self-evaluation, click “Done”:

- **Current Employee Goals** allows you to comment on your goal achievement over the prior year. Clicking on this section header brings up the goal(s); click on the first goal & the goal, the due date, and a comment box will appear. When finished, click “Done”.

**Dashboard**
• **DSU Competency Assessment** asks you to score yourself on the 15 DSU staff core competencies, on a scale from 1-5, score your annual goal attainment, and provides space to leave comments by each competency and overall goal attainment for the year. Click on the first competency (Quality of Work) to open the competency assessment to view the competency definition, rating scale, comment box, journal entries, reviewer entries, and writing assistants (the latter 3 assist you with populating comments). Like the self-evaluation, you have access to your job description link here as well. *Notes:*
  o Any score other than 3 requires a comment.
  o The NEOED system will add up your total score automatically for you.
  o You can view longer descriptions of each score by clicking on the “show descriptions” link.
  o The scores you give yourself will be visible to your supervisor and appear on your final evaluation but are not used to determine your final evaluation score. Only your supervisor’s scores on the competencies and goal attainment determine your final evaluation score.

Click on the green “Next>” button in the upper right corner to move to the next competency for scoring, and the green “<Prev” button to return to the previous competency. Click on the “Done” button once you have scored all 15 competencies and the annual goal attainment.

Once you have completed the Employee Self-Evaluation and DSU Competency Assessment in full, these sections will show up with a green checkmark by them, showing they are complete. This will also be the point where the “Submit Evaluation” button in the upper right corner will turn from gray to green (meaning your evaluation can now be submitted).

Take a moment and review the summary, make any final changes, then click the green “Submit Evaluation” button. This sends the evaluation to your supervisor.

For a short video explanation of this process, and other staff evaluation materials, please visit [https://humanresources.dixie.edu/employee-resources/staff-evaluation/](https://humanresources.dixie.edu/employee-resources/staff-evaluation/).

**You should now have no more tasks due on your Perform Dashboard.** The next task due will be after your supervisor completes their portion of the evaluation. At that point, you will be emailed and will click on the task to sign your overall evaluation before it is filed with Human Resources.